



PVKK INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to JNTUA, Anantapuramu.
(Established under Sri Balaji Educational Society, Anantapuramu)

IQAC Meeting Circular

A.Y.2019-2020

Date: 09-12-2019

All the members of Internal Quality Assurance Cell (IQAC) are informed to attend the meeting in the Principal's chamber at 3:00 PM on 12-12-2019. The agenda for the meeting is given below.

Agenda:

1. Review on minutes of 3rd IQAC meeting
2. Action taken report on the decision of the previous meeting
3. To conduct college events (Fresher's Day, etc.)
4. To discuss about course plans and CLs
5. FDPs, Workshops, Seminars and Guest Lectures organized
6. NSS Activities
7. Student Attendance Monitoring
8. Other items

Principal

PRINCIPAL
P.V.K.K. Institute of Technology
Alumur Road,
ANANTHAPURAMU - 513 002.

Copy to:

The Chairperson

Principal File

IQAC Members

File/Circular/IQAC



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Minutes of Internal Quality Assurance Cell (IQAC)

Meeting No: 04/PVKKIT/IQAC/Date: 12-12-2019

A.Y.2019-2020

Agenda:

1. Review on minutes of 3rd IQAC meeting
2. Action taken report on the decision of the previous meeting
3. To conduct college events (Orientation Day, Fresher's Day, etc.)
4. To discuss about course plans and CLs
5. FDPs, Workshops, Seminars and Guest Lectures organized
6. NSS Activities
7. Student Attendance Monitoring
8. Other items

Meeting of the members of IQAC was convened on 12-12-2019. at 3:30PM. At the outset, Chairperson welcomed the members of IQAC. The above agenda items were deliberated upon, and the following resolutions were passed.

Item 1: Review on minutes of 3rd IQAC meeting

The minutes of meeting held on 12-12-2019 were approved by IQAC members

Item 2: Action taken report on the decision of the previous meeting

| S. No | Item | Action Taken |
|-------|--|--|
| 1 | To conduct college events (Orientation Day, Fresher's Day, etc.) | 1. Conducted Orientation/Induction program, as directed by AICTE/JNTUA, for B.Tech. 1 st year students was held on 08-07-2019 to 28-07-2019. Students were briefed about the department's facilities and the code of conduct they should follow in fulfilling their dreams. |
| 2 | FDPs, Workshops, Seminars and Guest Lectures | 1. Dept. of EEE conducted Workshop on "Energy Audit and Management" on 09-07-2019. 2. Dept. of Civil Engineering conducted five days hands-on training on "STAAD Pro" software from 20-08-2019 to 24-08-2019. 3. Dept. of Mechanical Engineering conducted a guest lecture on "Recent Trends in Mechanical engineering" on 20-09-2019. 4. Dept. of Mechanical Engineering organized a one day National level workshop on "Non-Destructive Tests" on 19/10/2019. |


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| | | |
|---|-------------------------------|---|
| | | <ol style="list-style-type: none">5. Dept. of Mechanical Engineering organized a Guest lecture on "Dynamics of Machinery" from 25-10-2019 to 26-10-2019.6. Dept. of Mechanical Engineering organized FDP on "Mechatronics and Control Systems" from 24-11-2019 to 28-11-2019.7. Dept. of EEE conducted Workshop on Renewable Energy Sources and Fuel Cell Technology for E-Vehicles from 16-09-2019 to 20-09-2019.8. Dept. of ECE conducted Guest lecture on "Digital System Design" on 30-09-2019.9. T&P cell organized a guest lecture on Environmental Policy & Sustainability' on 28-10-2019.10. Dept. of MBA organized a Guest Lecture on "Corporate Governance and Ethics: Ensuring Transparency and Accountability" on 10-07-2019.11. Dept. of MBA organized a Seminar on "Managing Diversity and Inclusion in the Workplace" on 27-08-2019.12. Dept. of MBA organized a Guest Lecture on "Risk Management in Business: Identifying, Assessing, and Mitigating Risks" on 15-09-2019.13. Dept. of MBA organized a FDP on "Commodity Derivatives" from 04-11-2019 to 08-11-2019. |
| 3 | Course plans and CLs | The chairperson stated that the given instructions were to be carried out in accordance with the departmental timetable schedules. |
| 4 | NSS Activities | Under NSS unit, 5 social service programs were organized and the reports are submitted to the NSS cell coordinator, JNTUA. |
| 5 | Student Attendance Monitoring | Identified Late comers, least attendances, poor performance in mid exams and gave instructions to the students regarding the percentage of attendance required to promote the higher classes and conducted remedial classes for the students to improve the score in exams |

Item 3: FDPs, Workshops, Seminars and Guest Lectures organized

All the members appreciated the efforts of all Department HODs and Student Support System (SSS) for organizing FDPs, Workshops, Seminars and Guest Lectures and the same will be taken forward in coming days with advancements.

Item 4: College Events

Chairperson decided and suggested the committee members to conduct the events as per the university and college guidelines.

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Item 5: Course Plans and CLs

IQAC and college Management gave guidelines to department HODs and successfully implemented them.

Item 6: NSS Activities

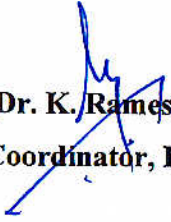
Principal suggested the NSS committee to plan and conduct more NSS activities

Item 7: Student Attendance Monitoring

IQAC committee will suggest all HODs maintain proper guidelines for students who are having less attendance and poor in performance.

Item 8: Other items

- An awareness program is to be organized to all the Faculty Members
- R&D activities are to be improved in the campus


(Dr. K. Ramesh Rao)
Coordinator, IQAC


(Dr. Bandi Ramesh Babu)
Principal & Chairperson, IQAC

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IQAC Members

A.Y.2019-2020

| S. No. | Name | Designation | Signature |
|---|-----------------------------|-------------------------------------|-----------|
| Chairperson | | | |
| 1. | Dr. Bandi Ramesh Babu | Principal | |
| Member from Management | | | |
| 2. | Mr. K. Sreekanth Reddy | Management Representative | |
| Coordinator – IQAC | | | |
| 3. | Mr. K. Ramesh Rao | Associate Professor, CSE Dept. | |
| Nominees from Local Society, Students & Alumni | | | |
| 4. | Dr. C. Manmatheswara Reddy | Principal, Sri Balaji PG College | |
| 5. | Mr. D. Vannur Vali | Alumni Student | |
| 6. | Mr. P. Nawazish Kareem | Student Representative | |
| Nominees from Employer/ Industrialists/ Stakeholders | | | |
| 7. | Mr. K. Narayana Reddy | Parent Representative | |
| 8. | Mr. D. Nagaraju | Industrialist | |
| 9. | Mr. Y. Chandra Sekhar Reddy | Estate Officer | |
| Teacher Representatives (Members) | | | |
| 10. | Ms. K. Bhargavi | HOD, CSE Dept. | |
| 11. | Dr. M. Venkata Sreeraj | HOD, ECE Dept. | |
| 12. | Dr. G. Sreenivasan | HOD, EEE Dept. | |
| 13. | Mr. G. Rajesh | HOD, CIVIL Dept. | |
| 14. | Mr. L. Balasubramanyam | HOD, MECH. Dept. | |
| 15. | Dr. K. Chenna Kesavulu | HOD, H & S Dept. | |
| 16. | Mr. I.V. Ranjith Kumar | HOD, MBA Dept. | |
| Senior Administrative Officers | | | |
| 17. | Dr. Y. Santhosh Kumar Reddy | Dean of Academics | |
| 18. | Mr. K. Manohar Reddy | AO | |
| 19. | Mr. G. Viswanath | In-charge of Examinations | |
| 20. | Dr. C. Bhanu Kiran | Placement Officer | |
| 21. | Dr. A. Chandra Babu | R & D Convener | |



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IQAC Meeting Circular

A.Y.2019-2020

Date: 25-06-2020

All the members of Internal Quality Assurance Cell (IQAC) are informed to attend the meeting in the Principal's chamber at 3:00 PM on 29-06-2020. The agenda for the meeting is given below.

Agenda:

1. Review on minutes of 4th IQAC meeting
2. Action taken report on the decision of the previous meeting
3. FDPs, Workshops, Seminars and Guest Lectures organized
4. Online classes
5. Student Feedback Analysis
6. Training & Placement Activities
7. Other items

Principal

Copy to:

The Chairperson

Principal File

IQAC Members

File/circular/IQAC

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Minutes of Internal Quality Assurance Cell (IQAC)

Meeting No: 05/ PVKKIT/IQAC/Date: 29-06-2020

A.Y.2019-2020

Agenda:

1. Review on minutes of 4th IQAC meeting
2. Action taken report on the decision of the previous meeting
3. FDPs, Workshops, Seminars and Guest Lectures organized
4. Online classes
5. Discussion about MOU's
6. Training & Placement Activities
7. Other items

Meeting of the members of IQAC was convened on 29-06-2020. at 3:30PM. At the outset, Chairperson welcomed the members of IQAC. The above agenda items were deliberated upon, and the following resolutions were passed.

Item 1: Review on minutes of 4th IQAC meeting

The minutes of meeting held on 29-06-2020 were approved by IQAC members

Item 2: Action taken report on the decision of the previous meeting

| S. No | Item | Action Taken |
|-------|--|---|
| 1 | FDPs, Workshops, Seminars and Guest Lectures | <ol style="list-style-type: none">1. Dept. of ECE conducted Workshop on "Research Trends in Image Processing" from 20-01-2020 to 24-01-2020.2. Dept. of Mechanical Engineering conducted a "PROJECT EXPO - YANTRA2020" on 15-02-2020.3. Dept. of Mechanical Engineering organized "INDUSTRIAL SUMMIT 2K20" on 20-02-2020.4. Dept. of Civil Engineering conducted Five-day Skill Development Program on Revit structural software from 09-03-2020 to 13-03-2020.5. Dept. of ECE conducted Workshop on "Wireless Communications and Machine Learning Algorithms" from 09-03-2020 to 14-03-2020.6. Dept. of EEE conducted Workshop on Research Opportunities in Electrical Engineering from 20-04-2020 to 24-04-20207. Dept. of CSE organized FDP on "Artificial |


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| | | |
|---|---------------------------------|---|
| | | <p>Intelligence” from 22-05-2020 to 26-05-2020 (online).</p> <p>8. Dept. of Mechanical Engineering organized “Five-day international e-seminar on “Recent Trends in Mechanical Engineering” from 13-06-2020 to 17-06-2020.</p> <p>9. Dept. of EEE conducted FDP on “Recent Developments in Electrical and Electronics Engineering” from 19-06-2020 to 21-06-2020.</p> <p>10. Dept. of H&S organized a Guest Lecture on “Soft Skills” on 08-01-2020.</p> |
| 2 | Online classes | As the online classes are being conducted due to covid-19 pandemic, it is resolved to take feedback from the students on the impact of online class-work. |
| 3 | Training & Placement Activities | <p>Placement coordinator presented placement activities as well as analyses of all eligible and interested students.</p> <ul style="list-style-type: none">➤ HCL Specific Training to Final B.Tech Students for 5 Days From 02-12-2019 to 06-12-2019.➤ Python Training for Special Batch Students (120 Students) from 3rd B.Tech for 60 Hours, from 16-12-2019 to 25-12-2019. |
| 4 | R&D and Discussion about MOU's | <ul style="list-style-type: none">➤ Chairperson discussed with the HOD's then decided to conduct more MOU's.➤ Received the Grant Rs. 14.71 lakhs from SANPRINTS Pvt.Ltd. to conduct online exams for the academic year 2019-2020. |
| 5 | NACC Awareness program | NAAC coordinator has organized an Awareness Program and briefed the highlights of NAAC like Objectives, Functions, Preparedness and Process along with its benefits. |

Item 3: FDPs, Workshops, Seminars and Guest Lectures organized

All the members appreciated the effort of all Department HODs and Student Support System (SSS) for organizing FDPs, Workshops, Seminars and Guest Lectures and the same will be taken forward in coming days with advancements.

Item 4: NAAC Awareness Program

It is resolved to organize an awareness program on NAAC Accreditation in the month of March 2020.

Item 5: Orientation Day

Chairperson Suggested to conduct Orientation program for First B. Tech Students

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Item 6: Online Classes

Chairperson Suggested to take students feedback on online classes.

Item 7: Other items

Chairperson appreciated the faculty who got good feedback and suggested the remaining faculty to improve feedback.

- Academic & Administrative Audit is to be conducted and the report is to be submitted to IQAC for further actions
- Feedback reports are to be submitted to IQAC for further actions


(Dr. K. Ramesh Rao)
Coordinator; IQAC


(Dr. Bandi Ramesh Babu)
Principal & Chairperson, IQAC

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IQAC Members

A.Y.2019-2020

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